



U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY CHECK-OUT SHEET

NAME _____ (Last, First, MI)	RATE/RANK _____		
DEPT _____	FM UIC _____	TO UIC _____	TRANSFER DATE _____
ULTIMATE COMMAND ORDERED TO _____			

CAPODICHINO ONLY	INITIAL	COMMAND SPECIFIC	INITIAL
Banca Intesa Filiale U.S. Navy (626-4252) Note 1		Commanding Officer (E-7 & Above) Note 12	
Information Tech. (N6) (626-1473) Note 2		Executive Officer (E-7 & Above) Note 12	
N&MC Relief Society (626-3913)		Command Master Chief Note 13	
NSA Bachelor Housing (626-5056) Note 3		Department Head	
Occupational Health (Capo Clinic 626-5973) Note 4		Division Officer	
PSD Customer Service/ESO (626-5050/5835) Note 5&6		Leading Chief Petty Officer	
Region Legal Service Office (626-5060) Note 7		Leading Petty Officer	
GRICIGNANO ONLY		Base Safety (626-2414)	
Economy Housing Office (629-4469) Note 8		Command DAPA (626-5914)	
Government Quarters Office (629-4444) Note 8		Command Fitness Leader	
CAPODICHINO OR GRICIGNANO		Command Urinalysis Coordinator (626-5245)	
CMVRO (629-6876), Capo (626-2832) Note 9		Command Watchbill Coordinator (629-8364)	
Dental (S. Site 629-6007/8), (Capo 626-4644) Note 10		Emergency Management Division (626-5303)	
Naval Hospital (629-6272/3), BMC (626-5311) Note 10		Information Systems Department Note 14	
NSA Library (Support Site 629-4004), (Capo 626-3666)		NSA CCC/ESO (626-5174)	
Post Office (Capo 626-5371) Note 11		NSA Staff Judge Advocate (SJA) Office (626-5360)	
YOUR FORWARDING ADDRESS & PHONE NUMBER		Travel Coordinator (CNRE Comptroller's Office) Note 15	
		Security Manager (Admin office in Admin I)	
		Admin Dept Note 1 - Check out with Admin after all other blocks have been completed	

ALL SIGNATURES must be completed prior to issuing of records by PSD, Naples Transfer Clerk or HRO.

NOTES:

1. Close out account(s) if you opened any.
2. Close out LAN & Email account.
3. Required only for members residing in BEQ.
4. ALL HANDS – Bring Health Records. Mo, Tue, Wed & Fri (1300-1500)
5. Required for ALL Personnel.
6. Check out with CMVRO first prior to check-out with PSD.
7. Bring family member(s) Sojourner's Permits.
8. Appointment preferred to avoid delay in processing.
9. Bring proof of vehicle disposition (shipped/scrapped/sold). Mo–Thu (0745-1145 / 1245-1530), Fr (0745-1145 / 1245-1400)
10. Member **CANNOT** pick up any record for dependent over 18 without Authorization form. If records are to be picked up at Capo, call USNH one week prior.
11. Complete change of address card. Capo: Mo-Fr 1000-1500. Support Site: Mo-Fr 1000-1600, Sa 1000-1400.
12. Call 626-6289 to make an appointment.
13. Call Professional Development to make an appointment.
14. Return command duty cell phone if you were assigned one.
15. If issued a government purchase card.
16. Copy of transfer Evaluation/Fitness Reports must be turned in to Admin. Admin will make copy of transfer sheet and return original to member. PSD will not check you out with them unless you have all of the required stamps on the original check-out sheet.